

# UNC NROTC ALUMNI ASSOCIATION

UNIVERSITY OF NORTH CAROLINA  
CHAPEL HILL, NC 27599-3325  
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Minutes of the UNC NROTC Alumni Association Board of Directors meeting held at the UNC NROTC Unit, February 14, ~~1997~~ 1998

## Those in attendance:

Laird Lewis (President)  
Vicki Stephens (Newsletter/Secretary)  
Will Stubbs (acting Treasurer in due to absence of David Jackson)

Jim Bailer  
Brant Burgiss  
Dave Fish  
Samuel Gorham  
Eric Schneider  
Rob Stelling  
LCDR Mike Vogel (OIC of NROTC Unit)  
Scott Mitchell '89 1/2 (Midshipmen representative)

0930

- Meeting was called to order.
- A motion was made to approve the minutes from the previous meeting. Motion was approved.

0940 *Secretary's Report*

- The Secretary reported that over 1400 invoices were send out in January to all non-life members.
- The invoice directed members to send dues to new Treasurer, David Jackson. Unaware of the response thus far.

0945 *Treasurer's Report*

- Will Stubbs provided a written Treasurer's Report.
- Due to new board members, new copies of the Association By-laws were provided for anyone that might not have them.
- A list of the current board membership and the expiration of their terms was reviewed. The Web Master, Brant Burgiss, was asked to update the homepage accordingly.
- The Association Balance Sheet, Cash Flow Report, Transaction Report, Investment Performance Report and 1997 Budget Reconciliation were reviewed.
- The Dawson family has indicated that they would like matching shelving and additional furniture added to the Dawson library (Previous shelving was acquired at half price by dealing directly with the President of the company. The next purchase may cost more.) It's possible that the Dawson family make another donation in the future.

- The Treasurer has just started tracking depreciation of durable assets of the organization (i.e. software)
- Laird Lewis continues to print all copies of the alumni directory for free for the Association. The profits of the alumni directory have funded the startup for the website.
- Connor Fund continues to grow in interest income and incomplete pledges.
- Dawson Fund has depleted most of the funds as planned as purchases have been made to the library.
- Estimate about 80 life members and 176 non-life members for 1997 out of a pool of approximately 1400 known addresses of alumni. Concern was expressed over lost addresses of recent graduates. We hope to increase the database through the search engines on the web site and the "lost alumni" section on the web page.
- Approximately \$1200 was spent on developing the web page.
- Membership development are the invoices that go out to everyone in the database each year inviting them to join. Newsletters expenses are down significantly since they only go to paying members now.
- The Connor Fund investments earned 5.2% return last year (target was 5.0%).
- Life Dues money market fund also earned 5.1% (target was 5.0%). Finance Committee agreed to invest \$3500 in USAA Income Growth Fund. - (Current Finance Committee members are David Fish and Steve Fish. Treasurer serves as an advisor.) Roughly 60 of 88 Life Membership have paid dues in full.
- We voted as a board to spend 25% of our net income on the educational benefits for the midshipmen. This is separate from the funds for the Dawson library. Both will be reflected as charitable gifts on our tax returns.
- 20% of costs were allocated for the newsletters which were under budget. The savings were used toward the webpage services.
- 10% of our gross was planned to be saved for growth but because of our capital improvements, we put less away.
- Reviewed proposed changes to the 1998 budget.
- Will Stubbs has been using his personal copy of Quicken. He proposed that David Jackson purchase a copy for the Association. This will be a necessary capital improvement in the future.
- We have the ability for members to pay on the Internet via credit cards; however, no members have chosen to do so. It may be because we don't have a secure server yet. We are unaware if members have chosen to pay via credit card via mailing in their invoices.
- Discussion was made concerning making the alumni directory available on disk to members. However, an argument was made that the list would be used by junk mass mailing and anger some members. Will Stubbs recommended that we wait until the association become incorporated first before making the data base available in the digital form to protect individual board members from liability.

10:35

A motion was made to approve the 1998 target budget as outlined in the Treasurer's report. Motion was approved.

10:40 *NROTC Unit Update*

LCDR Mike Vogel stated that the unit currently stands at approximately 65 midshipmen. He expects recruitment at about the same level as last year. He hopes to start with a battalion of 80 or 85 midshipmen next year. Orientation for the new midshipmen will take place on a ship in Norfolk again this fall. The unit continues to grow.

#### *10:45 Midshipmen Yearbook Project*

- Midshipman Scott Mitchell presented plans for the midshipmen yearbook. The last year the midshipmen produced a yearbook was 84-85. He is contacting local establishments for sponsorship - not much success due to the high number of organizations on the campus wanting similar sponsorship. The midshipmen plan to go national with their requests to organizations such as Nations Bank.
- USAA chose not to take out an ad this time. Will Stubbs will contact them in behalf of Midshipman Mitchell in an effort to get them to reconsider.
- Midshipman Mitchell would like to contact all alumni on our database to invite them to place an ad in the yearbook. In the meantime, Will Stubbs is about to send out mail to members who still owe installments on life membership or pledges and can include the Midshipmen flyer about the yearbook.
- We can also support the yearbook by putting the information on our web page. Space is available. Midshipman Mitchell's will be the point of contact and his email address will be posted.
- Next year, we can include yearbook advertisement on our annual invoice in January.
- The NROTC Alumni Association plans will have space for an advertisement. Pictures may be submitted too. Brant Burgiss will design the page.
- All the money donated by the Alumni to the Midshipmen in the past year has gone either to the yearbook or the historical book. LCDR Mike Vogel is comfortable with the fact this money is being used for historical purposes. Funds for lounge furniture, etc. is being raised by the midshipmen themselves.
- The board discussed the future, after the alumni organization grows, tuition assistance might be offered to midshipmen separate from the operating budget. These programs might make the unit more competitive in recruiting efforts.
- Will Stubbs pointed out that the Connor fund grew from \$2000 to \$10,000 just by asking alumni members. A scholarship fund might be attractive for alumni to contribute to. We shouldn't be afraid of taking on a long term project. Memorials have an added attraction.

#### *11:00 Board took a short recess for 30 minutes*

#### *11:30 Quick Business*

- April 19th is Awards Day.
- Graduation Date is 16 May. Former President Bush will be in the area and may attend. Details are not available yet.
- Laird Lewis will present the Connor Award at Commissioning
- The Secretary requests all inputs to the newsletter be submitted by mid-March (Message from the President, Message from the OIC, web master inputs, etc.)

- Homecoming will be Columbus Day weekend again this year. October 10th
- The next meeting will be June 27th. President should contact everyone early May to affirm that this is still a good date. (Maximum advance notice is requested for those that purchase airline tickets)

#### *11:45 Web Page*

- Brant Burgiss needs a 15 - 20 word description on our organization (not including our title) so he can submit it to the search engines. This description will help a web browser decide if they are going to visit our site or not. Laird Lewis will draft it up for the board to review. He will also include "key words".
- Brant will also update the current board member list on the page.
- Plan to make a calendar page for the alumni so they can quickly access dates of homecoming, board meetings, etc.
- Would like to produce Alumni Focus Page. (i.e. Tom Hudson who has just offered a scholarship.) We want to recognize civic contributions of our alumni.

#### *11:50 Scholarship Committee*

- We would like to put together a scholarship committee. Right now the members would not have to meet but could do the planning on the phone (i.e. who to target, proposed date to start raising money). The committee would make a report during the June meeting. Sam Gorham volunteered to help.

#### *11:55 Incorporation*

Here's how incorporation works:

- We submit in the proposal form our proposed bylaws and articles of incorporation to the IRS. The IRS would look at the proposed bylaws to verify that the proposed new corporation is basically the same as the old association and therefore the 501(c)(3) charity status can then be conferred upon the new entity. We will probably have another filing fee but Will Stubbs will attempt to have that waived (\$150). Once they tell us "yes", the next step is not to apply for 501(c)(3) but to file as a corporation under that state of North Carolina.
- The articles of corporation have been drawn up and reviewed by Curtis Twitty (who needs to remain anonymous in all public discussions since he doing it pro bono). He has found these documents to be satisfactory.
- The registered office and principal office of the corporation will be at the NROTC Unit. The agent for the corporation will be Don Ledford who has given his approval. (It doesn't have to be a board member.)
- Our first Chief Executive Officer is Laird Lewis, President and resident of the state of North Carolina.
- Once the IRS approves, we file this a corporation, Laird signs it and we send it into the state with a filing fee. Next we'll have our first meeting as corporation and amend/adopt the bylaws. At that point we apply to the IRS officially to get the 501(c)(3) exemption. Once they IRS approves them, as an association, we transfer title of all assets to the corporation and close down the association. Ideally we can do this before the Fall.

11:55

- A motion was made to proceed forward with incorporation. Motion was approved.
- A motion was made for Will Stubbs to act as a temporary Treasurer (in lieu of absence of Treasurer and since turnover has not taken place) to perform the following functions: sign and file a tax return, sign checks (as authorized by Laird Lewis) to reimburse Vicki Stephens for invoice expenses, and to sign forms with the IRS as needed for incorporation in the state of North Carolina. Motion was approved.

12:10 Meeting was adjourned

Respectfully submitted,

A handwritten signature in cursive script that reads "Vicki Stephens".

Vicki Stephens  
Secretary